

PERFORMANCE-BASED STATEMENT OF WORK
FOR
INTEGRATED DATA ENVIRONMENT (IDE) IN SUPPORT
OF
WARNER ROBINS AIR LOGISTICS CENTER

Warner Robins Air Logistics Center
Robins AFB GA

PR# F6LF0033080100

DATE PREPARED: 20 October 2003

1.0 DESCRIPTION OF SERVICES

This statement of work outlines the tasks and duties required of the contractor in support of Warner Robins Air Logistics Center. Within the context of this document, support shall include the types of example activities listed in paragraph 4.0 below.

2.0 SERVICE DELIVERY SUMMARY

The contractor shall support the Information Technology Directorate (WR-ALC/IT) and the F-15 System Support Manager (WR-ALC/LF). The contractor shall perform the tasks listed below, based on priorities established and agreed to by the Directors of Information Technology Directorate (WR-ALC/IT) and the F-15 System Support Manager (WR-ALC/LF) (described as Customers below).

Performance Objectives	SOW Para.	Performance Threshold
Support developing, analyzing, and implementing IT strategies, architectures, requirements analyses, concept of operations, partnering alternatives, and adaptive organizational structures.	4.2	Contractor shall meet all Government-established suspense dates and products shall be 95% error free.
Identify organizational, management, workflow, information flow, personnel, information technology, and decision support problems that impede accomplishing customer cultural change, missions, goals, and objectives.	4.3	Contractor shall meet all Government-established suspense dates and products shall be 95% error free.
Provide effective and efficient management of project activities.	4.4	Contractor shall meet all Government-established suspense dates and products shall be 95% error free
Support for executive level reviews and reports regarding information technology and process improvements.	4.5	Contractor shall meet all Government-established suspense dates and products shall be 95% error free.
Participate in studies, reviews, and evaluations.	4.6	Will develop recommendations and supporting rationale for review/approval by appropriate customer officials and comply with timelines mutually established by requestor and contractor.
Conduct training.	4.7	Develop initial training package within 60 days of identified need.
Assist in forming, chartering, training, and team building of various analysis and implementation teams.	4.8	Contractor shall meet all Government-established suspense dates and products shall be 95% error free.
Accomplish academic and commercial best practices research. Provide findings and recommendations to the customer.	4.9	Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

3.0 GOVERNMENT FURNISHED PROPERTY, SERVICES

Government Furnished Facilities, Information, Supplies, and Equipment. The Government will provide the administrative office space used to perform the requirements of this Statement of Work. The Government will also provide access to facilities, key personnel, and GFM/GFE/GFI (PCs, monitors, printers, copiers, shredders, fax machines, any required office supplies/equipment, manuals, regulations, etc.) comparable to that provided Government employees (subject to availability), to complete day-to-day tasks.

4.0 GENERAL INFORMATION

4.1 The Warner Robins Air Logistics Center has undertaken deployment of an integrated data environment and multiple process improvement initiatives the foremost goal of which is a technical and business infrastructure necessary to provide WR-ALC knowledge workers support to satisfy mission requirements.

4.2 The contractor shall support developing, analyzing, and implementing IT strategies, architectures, requirements analyses, concept of operations, partnering alternatives, and adaptive organizational structures.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.3 The contractor shall identify organizational, management, workflow, information flow, personnel, information technology, and decision support problems that impede accomplishing customer cultural change, missions, goals, and objectives.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.4 The contractor shall provide effective and efficient management of project activities.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.5 The contractor shall support for executive level reviews and reports regarding information technology and process improvements.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.6 The contractor shall participate in studies, reviews, and evaluations.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.7 The contractor shall conduct training.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.8 The contractor shall assist in forming, chartering, training, and team building of various analysis and implementation teams.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

4.9 The contractor shall accomplish academic and commercial best practices research. Provide findings and recommendations to the customer.

PERFORMANCE THRESHOLD: Contractor shall meet all Government-established suspense dates and products shall be 95% error free.

QUALIFICATION REQUIREMENTS: The following skills and experience are required: A senior project analyst with extensive experience of Air Force acquisition management and information technology efforts. The analyst must have the appropriate education and experience and work independently to accomplish assigned tasks. The individual must have experience in DoD acquisition management, and within the last 5 years (recent) some practical experience in Enterprise Information Management or Integrated Digital Environment programs and processes and process improvement. The individual must have a bachelor's or higher degree in business management or a related field. The individual must have completed the Defense Systems Management Program Managers Course or an equivalent government or industry provided course, and have working knowledge of the Air Force information infrastructure. The contractor shall have practical experience implementing processes and guiding personnel through changes and have practical experience in designing electronic communication processes. The contractor must have demonstrated capability to prepare written and oral reports to DoD executive level officials explaining complex IT processes and understand Air Force concepts of operational maintenance, readiness, and deployment.

PERIOD AND PLACE OF PERFORMANCE, STAFFING ESTIMATE AND TRAVEL

Period of Performance. The period of performance for these tasks shall be for one year from date of award, with two annual options.

Place of Performance. Tasks shall be performed at Robins AFB, GA and within the general vicinity of Robins AFB, GA.

Staffing Estimate. It is estimated this effort shall require approximately 1,740 hours of effort. In order to ensure continuity of effort, it is recommended one individual perform this task.

Training. Occasionally, the contractor may be asked to support unforeseen organizational and transformation activities requiring training to adequately perform contract tasks. The government will provide training as approved by the QAP in accomplishing this SOW.

Travel. Contractor personnel may be required to travel to accomplish tasks as directed by the Project Manager. All travel must be pre-approved by the QAP. Travel request must be submitted to the contracting officer in sufficient time to permit negotiations of firm fixed price travel costs prior to travel. The negotiated costs must be incorporated in the contract prior to travel. The number of trips shall be limited to the minimum number required to accomplish the work assignments in accordance with assigned tasks.

Location	Number of Trips	Number of People	Number of Days
Wright Patterson AFB OH	6	1	5
Salt Lake City, UT	3	1	5
Washington DC	4	1	5
Langley AFB, VA	2	1	5
San Antonio, TX	3	1	5

SECURITY INFORMATION

Identification Credential Requirements. The contractor shall submit a written request for identification credentials to the appropriate Contracting Officer, in accordance with AFFARS 5352.242-9000. If contractor personnel require access to the base computer network (i.e. a “.mil” address is required), a DD Form 1172-2 must be completed to obtain a Common Access Card (CAC). DD Forms 1172-2 are processed through 78 MSS/DP. If access to the base computer network is not required, an AFMC Form 496 must be completed to obtain a contractor ID Card/Badge (AFMC Form 387). AFMC Forms 496 are processed through 78 SFS/SFOX (Pass & Registration). The CAC or ID Card/Badge shall be worn or prominently displayed in such a manner as to be visible at all times while performing work on or visiting the Government installation. On completion or termination of the contract/order or termination/transfer of the employee, the CAC or ID Card/Badge shall be returned to the cognizant Contracting Officer.

Classification and Position Sensitivity Designation. This position requires a SECRET security clearance.

Physical Security. The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the end of each work period, contractor personnel working within Government facilities shall ensure that all Government facilities, equipment, and materials provided for their use shall be secured. The contractor shall follow regulatory guidance concerning maintenance, use, and safety of Government facilities.

TASK ORDER MANAGEMENT

Hours of Operation. Contractor personnel working on-site at Robins AFB shall schedule their work hours to support the working schedule of the area to which they are assigned, between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Time off, such as vacation time, sick leave, jury duty, and work outside the above times shall be coordinated with the QAP.

Deliverables. CDRL A001 – Status Report, Reference Data Item Description (DID) number DI-MGMT-80368/T. Submit no later than the 15th of each month during the life of the project. For each report period (month), the status reports shall include: work planned, work actually accomplished, work planned for the next period, issues/actions, and resource status including the dollars expended (cumulatively, for the report period, and planned to completion). The Government will provide any comments within 5 working days of delivery; the contractor will have 5 workdays to make corrections. The Government will have 2 workdays for final review prior to acceptance or provide documented reasons for non-acceptance.

DATA ITEM NO.	TITLE	DELIVERY
A001	Status Report	Monthly

Delivery Instructions. All deliverables shall be forwarded to:

WR-ALC/LFMM
ATTN: Howard S. Henderson
296 Cochran Street
Robins AFB GA 31098

NOTE: Electronic mail or paper copy acceptable preferred delivery is on the WR-ALC integrated data environment to support multiple directorate access to the information. The contractor will maintain a log/file of all delivered reports.

Procedure for Invoicing/Payment. Billing and payment shall be accomplished in accordance with the contract. The contractor may invoice only for the hours, travel, and/or unique services actually used in direct support of the customer representative's project. Invoices will be certified monthly by the Quality Assurance Personnel (QAP) and forwarded (fax or mail) to the invoicing address listed on the contract/order. Such invoices must be accompanied by the Government document(s) accepting the services. The following certification statement shall be typed on the first page of the invoice: "I certify these charges and authorize payment. (QAP signature and date)." **Failure to comply with the procedures outlined above may result in delay of payment.**

Quality Control. The contractor is responsible for performing self-inspections to substantiate that the services furnished under this contract/order conform to the contractual requirements.

Quality Assurance. The Government shall review the contractor's performance under this contract at random points in time as determined by the program manager. Surveillance methods include periodic inspections of the process or output and random floor checks. All tasks listed in this contract/order shall be subject to review and reprisal if deemed fit by the program manager. WR-ALC/LFMM will function as the Quality Assurance Personnel (QAP). QAP approval of work products and the monthly Work Status Report constitutes acceptable Government quality assurance.